



Center for
International
Studies

Study Abroad Application Packet

CIS Study Abroad Checklist

- Research and select a CIS program using the Study Abroad Handbook and website, www.studyabroad-cis.com. This is also a good time to discuss the idea of studying abroad with your family.
- Meet with your campus study abroad office to determine the proper procedures for undertaking and approving this experience. During this time you will want to inquire about the possibility and procedures for using financial aid to study abroad and apply for a passport, if you do not already possess one.
- After institutional approval, complete and submit application materials to CIS (you may send them in separately). A completed application includes:
 - Study abroad application form
 - Official transcript
 - Personal statement
 - Course selection worksheet
 - Recommendation form
 - \$50.00 application fee
- If applying for an internship, please also submit the following (in addition to the study abroad application):
 - Résumé and cover letter
 - Reference from an employer
 - Additional statement addressing your reason for undertaking an internship
 - If you are applying for a graphic design internship at La Trobe, you will also need to include a portfolio of work on a CD-ROM.
- Within two to three weeks of submitting a completed application, you will receive notification of the acceptance decision. If you have been accepted you will receive the CIS Acceptance Packet.
- Within two weeks of receiving your acceptance packet, you will need to accept the offer from CIS by submitting all necessary forms (included in the packet) along with a program deposit (amount varies from \$500-\$885 depending on the program) and a housing damage deposit (amount varies from \$500-\$885 depending on the program).
- After receiving your completed acceptance forms, CIS will reserve your place in the chosen program and continue to work with you on matters of financial aid, housing, flight arrangements, and visa matters (if applicable).
- By the deadlines listed in the Policies and Procedures, final payment OR arrangement for final payment must be completed.
- Prior to departure, CIS will send you detailed predeparture information and ensure that you are well prepared for your study abroad program, This predeparture information and orientation will cover practical matters such as what to pack, money, issues, travel tips, health and safety, etc. as well as provide cultural adjustment tips.
- Depart for the program and have a successful, life-changing experience!

Application for Study Abroad

PERSONAL INFORMATION

Name _____

Gender (check one) male female Birthdate (m/d/y) ____/____/19____

Citizenship _____ Country of Birth _____

Social Security Number _____

Current Address (valid until _____) _____

City _____ State _____ Zip _____

Current Phone _____ Current Email _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____ Permanent Email _____

Passport number (if none, provide later) _____

Exp. Date ____/____ (month/year)

EMERGENCY CONTACT (REQUIRED)

Name _____

Relation to You _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Email _____

BILLING INFORMATION

Who will be paying your fees? (check as many as apply) Yourself Parents Financial Aid

Name to whom invoices should be sent _____

Relation to you _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you have any special needs that CIS should be aware of when placing you into a program?
Note: providing this information will not affect your acceptance into any CIS program.

HOW DID YOU LEARN ABOUT THE CIS PROGRAM YOU'RE APPLYING FOR? (check one)

Study Abroad office Web site (please specify) _____

Faculty/Advisor Search engine (please specify) _____

Study Abroad Fair CIS Alumna/Alumnus _____

Contact with CIS Study Abroad Staff Other _____



25 NEW SOUTH STREET, #102
NORTHAMPTON, MA. 01060
USA
TOLL FREE 877.617.9090
FAX 413.582.0327

Detach and send these pages and all supporting documents:

- Study Abroad Application Form
- Academic Reference Form
- Course Selection Worksheet
- 1-3 page Statement of Purpose
- Official transcript
- \$50.00 non-refundable application fee made payable to CIS

Mail to:

CIS-Center for International Studies
25 New South St., #102
Northampton, MA
01060 USA

PROGRAM INFORMATION

Program applying for (please do not indicate more than TWO locations in total):

Indicate name of university and program

1. _____
2. _____

INTERNSHIP ABROAD PROGRAM: Macquarie University La Trobe University Madrid

YEAR/TERM APPLYING FOR:

Year 200___ Fall Semester Spring Semester

Full Academic Year—please indicate the semester you would like to begin: Fall Spring

Are you interested in volunteering while abroad? Yes No

Check here if you require a US transcript from the University of New Haven. There is a \$300 fee for this service.

CURRENT ACADEMIC INFORMATION

Name of school currently attending _____

Major _____ Minor _____

Year in School (check one) freshman sophomore junior senior Current cumulative GPA _____

Courses from current semester (not listed on transcript): _____

STATEMENT OF PURPOSE

Please attach a separate statement of purpose (one to two pages typed) explaining why you wish to study abroad. Include in your statement the ideas of why you have chosen a specific program, your traveling experiences (if any), and how you think the program will benefit you in relation to your future goals.

AGREEMENT AND WAIVER

Your signature on this application form indicates your understanding and acceptance of the following:

- I certify that all of the above information is correct, and I agree to stand by the financial, academic and conduct policies and procedures set forth by the Center for International Studies (CIS) and partner institutions.
- As CIS will be working on my behalf, I hereby authorize the release of my application and other records to its affiliated foreign institutions.
- I authorize the appropriate officials of my overseas host institution(s) to forward official transcripts of the academic work I complete while abroad to CIS. They (CIS) will then release this information to the appropriate officials at my home institution.
- Furthermore, I understand that CIS and its affiliated institutions, in arranging these programs, acts only as an agent. As such, CIS, nor any of its employees, or persons, parties, organizations or agencies collaborating with them is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, however caused, or the consequences thereof which may occur during any travel or programs. CIS or the sponsoring institution reserves the right to cancel or alter any program or course for any reason.

Signature of applicant _____ Date _____

Course Selection Worksheet



Student's Name _____

Home College or University _____

Program Applying For _____

Semester _____

Below, please list, in order of preference, the courses that you wish to take abroad (simply go to our website, locate your chosen overseas university, and click on "Subject Areas" to access to necessary links for course selection). Keep in mind that before you list these courses you should have approval from your academic or study abroad advisor that these are appropriate for transferring back to your academic program of study at your home institution. Also, in order to give you much more flexibility when it comes to registering for classes and organizing your timetable at the overseas institution, you must choose more courses for approval than you will actually register for, i.e., if a full time load is four courses, then you should ave at least seven courses pre-approved. *If you will be attending for more than one semester, please submit one course selection worksheet for each semester.*

It is important for you to know that the determination for the amount of credit you will receive for each course you take abroad is your home school's responsibility—not CIS's or the foreign school. Do not assume that you are getting the same number of credits per class abroad that you would at your home institution. If you or your advisor have any questions about credit equivalencies, please do not hesitate to contact CIS for further information.

	COURSE NO.	COURSE NAME	WILL TRANSFER BACK AS: (i.e. HUM 100)	NO. OF U.S. CREDITS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once this form is received, completed, and signed, CIS will then submit it to the overseas institution for preapproval. If, after this process is complete, you do not have enough courses preapproved by the overseas university, CIS will alert you so that you can begin working with your advisor at your home institution to choose additional courses for preapproval overseas.

(please continue on reverse)

TO BE COMPLETED BY THE ADMINISTRATOR RESPONSIBLE FOR AWARDING TRANSFER CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY.

To the Academic Dean, Academic Advisor or Study Abroad Advisor: The above student is applying for a full-time study abroad program through the Center for International Studies with the expectation that the hours of credit earned abroad will transfer directly towards the degree in progress at their home institution. Please read and sign the following:

"I confirm that the applicant has constructed the above program of study in consultation with his/her academic advisor and that a program based on the above selected courses is acceptable to this institution for transfer credit provided a grade of ___ is maintained in each course. I also confirm that, to the best of my knowledge, the student is in good standing at our institution."

Name (Please print) _____

Signature _____ Date _____

Title _____

Phone Number _____ Email _____

REQUIRED: As the student will be receiving academic credit for the coursework done abroad, to whom should the overseas transcript be sent for evaluation (registrar, academic dean, etc.)?

Name of Office _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Please use the space below for any additional comments you may have.

Please complete the following details about your study abroad office. This is so that we can liaise with this office on your behalf and better assist you with your study abroad experience.

Study Abroad Advisor's Name _____

Office Address _____

City _____ State _____ Zip _____

Email _____

Please send CIS program information to our study abroad office

Academic Reference Form

TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____

Social Security Number _____

Program name/destination _____

Telephone _____ Email _____

Under the provisions of the Family Education Rights and Privacy Act I hereby waive my right of access to this file:

Signature of applicant* _____ Date _____

**By signing you waive access to the contents of this recommendation and it will be sent directly to CIS.*

TO BE COMPLETED BY THE ACADEMIC EVALUATOR

How long and in what capacity have you known the applicant?

Please assess according to the following criteria by checking the appropriate boxes:

	EXCELLENT	GOOD	FAIR	POOR	DO NOT KNOW	COMMENTS
Academic performance						
Ability to tolerate differing viewpoints						
Judgement						
Motivation						
Personal maturity						
Emotional stability						
Ability to cope with difficulties						

(please continue on reverse)



25 NEW SOUTH STREET, #102
 NORTHAMPTON, MA. 01060
 USA
 TOLL FREE 877.617.9090
 FAX 413.582.0327

Are there any other comments that you have that we should consider when reviewing the applicant's application for study abroad?

I recommend this applicant for participation in a study abroad program:

- Without reservations
- With reservations (please explain)

I do not recommend (please explain)

Name of Evaluator _____

Title _____

Phone _____ Email _____

Thank you for your consideration.



CIS Scholarship Program

OVERVIEW

The Center for International Studies understands the value of a study abroad experience and is committed to helping as many students as possible to achieve this goal. As such, CIS has initiated several opportunities to provide academically qualified students with scholarship awards ranging from \$200.00-\$500.00 per semester. All awards are based on academic merit and/ or program choice.

Note: These scholarships do not apply to CIS summer programs.

DEADLINES

FOR CIS PROGRAMS STARTING IN:

January, February, March
July
August, September

SCHOLARSHIP APPLICATION DEADLINES:

December 1
May 1
June 15

TYPES OF CIS SCHOLARSHIPS AND ELIGIBILITY

Listed below are three types of CIS sponsored scholarships offered to students who have demonstrated high levels of academic standing.

GO GLOBAL SCHOLARSHIP

Requirements:

- Accepted into CIS Program
- Cumulative GPA 3.0 or greater
- 500-1000 word Scholarship Essay

CIS PARTNER UNIVERSITY SCHOLARSHIP*

Eligible students are awarded scholarships in conjunction with the following overseas partners:

- Bond University (p. 8-9)
- La Trobe University (p.10-11)
- Macquarie University (p.12-13)
- Murdoch University (p.14-15)
- Newcastle University (p.16-17)
- University of Southern Queensland (p.20-21)
- University of Nottingham (p.24-25)
- Roehampton University (p.24-25)
- University of Limerick (p.38-39)
- University of Auckland (p.46-47)
- Victoria University of Wellington (p.48-49)
- University of Stirling (p.54-15)

COOPERATING PARTNER ALLIANCE (CPA) MEMBER SCHOLARSHIP*

The CPA Member Scholarship is awarded to students who attend colleges or universities that are members of our affiliate program. To learn more about the Alliance visit www.studyabroad-cis.com/Navbar/Who_are_you/cpa.htm.

Requirements:

- Accepted into CIS Program
- Students attend colleges or universities that are members of our affiliate program
- Visit your home institution's study abroad office for more information

Application on reverse



25 NEW SOUTH STREET, #102
NORTHAMPTON, MA. 01060
USA
TOLL FREE 877.617.9090
FAX 413.582.0327

** CIS is constantly updating our scholarship program. Please check our website for current information at:*

www.studyabroad-cis.com

Detach and send this form with the following supporting documents:

- Scholarship Essay—500–1000 words, typed and double-spaced
- CIS Application Forms (pp. 55–60) and related documents, if you have not already applied

Mail to:

CIS-Center for
International Studies
25 New South St., #102
Northampton, MA
01060 USA

CIS Scholarship Application

SCHOLARSHIP ESSAY

Attach an essay to this scholarship application form that explains what it means to you to be a global citizen and how your CIS Study Abroad program might help you attain this status. The essay should be typed, double-spaced and between 500–1000 words (2–3 pages).

PLEASE TYPE OR PRINT LEGIBLY AND RETURN THIS WITH A CIS STUDY ABROAD APPLICATION

Name _____

Current Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Current School _____ Cumulative GPA _____

CIS Program _____ Semester _____ Year _____

SCHOLARSHIP TO WHICH YOU ARE APPLYING (See scholarship descriptions on other side):

- GO Global
- Partner University
- CPA

Student Signature _____ Date _____

IMPORTANT SCHOLARSHIP INFORMATION

Candidates who meet the academic requirements will have their application forwarded to a scholarship committee for review. Notifications of awards are made three weeks after the deadline.

All CIS Scholarship recipients, during their study abroad program, will be required to submit a written essay to CIS while they are abroad in which they speak to their experience and program location, and compare two aspects of the culture, academics, people and/or geography to their home. This essay may be published online by CIS.

CIS Policies & Procedures

CIS

Center for
International
Studies

The following policies and procedures, established by the Center for International Studies (CIS), are important to you as a candidate seeking to study abroad. Reading and understanding them are crucial. If you have any questions about the policies and procedures, please do not hesitate to contact the CIS for a thorough explanation. Your understanding of and compliance with these simple statements will ensure a safe and successful study abroad experience.

APPLICATION PROCEDURES

CIS realizes that a study abroad experience will change your life in many ways; the experience is both academic and cultural. Therefore, we seek applicants who will benefit academically and socially from a study abroad experience; personal maturity and discipline will be evaluated along with academic credentials.

In general, your cumulative GPA must fall between a 2.5 and 3.0 to be accepted to a CIS program (see individual university profiles for specific requirements). If you have a slightly lower GPA than what is required, your application will be reviewed on an individual basis. In order to be considered for admission you must complete and submit the following by the application deadline listed in the overseas institution's profile:

- Application for Study Abroad
- Statement of Purpose (1–3 pages)
- Academic Reference Form
- Course Selection Worksheet
- Official copy of most current university transcript
- \$50.00 non-refundable application fee (payable to CIS)

Upon submission of all the preceding documents, your application will be reviewed by our staff and a decision will be made. If necessary, CIS will forward the application to the overseas institution of choice for approval and processing.

Within two weeks, CIS will notify you of the admissions decision. If you are accepted, you will be asked to confirm your place by submitting a confirmation deposit to CIS along with a housing damage deposit (if applicable). The confirmation deposit will be applied toward your program cost and is non-refundable except under specific conditions outlined in the Refund Policies section. The housing damage deposit is refundable less any damage fees after your program.

TRANSFER OF ACADEMIC CREDIT AND RECORDS

Ideally, your study abroad program will allow you to take courses abroad that will fulfill graduation requirements at your home university. Because CIS works only with recognized institutions, there should be no difficulty arranging the transfer of credit back to your home school. *That being said, advanced planning is crucial to ensure that both your home university and your host institution have approved your course selection before your departure.*

As part of the application process, CIS requires that you receive written approval from your school's study abroad advisor, academic advisor or academic dean for all the courses you wish to take on the "Course Selection Worksheet." In order to transfer credit back to your home institution, the courses you take abroad must meet the same requirements as a similar course offered at your home school. To determine this transferability, your study abroad advisor (or academic advisor) will want to see descriptions of the courses you intend to take. CIS can provide these details to you through the web in most cases, or in printed form. In general, for all CIS programs, you will be counseled to enroll for an amount of coursework equivalent to 12 to 16 U.S. credits.

After you have completed your coursework at the overseas institution and have made all of the appropriate payments, your home institution will be issued a transcript from the host school. You can expect your home university to be issued a transcript about two months after completion of the semester. You should expect this process to take longer than in the U.S. Please keep in mind that your academic records will not be released if you have any outstanding financial obligations to the host institution or CIS.

As part of the strategic academic partnership formed between CIS and the University of New Haven (UNH), participants in study abroad programs can now request a US university academic transcript in addition to their overseas university transcript included in the program. To utilize this service participants must request this on their application form and pay an additional fee of \$300.00. The University of New Haven is regionally accredited by the New England Association of Schools and Colleges. Please note this does not apply to participants in the following CIS programs as they already include a US university transcript: Suffolk University Madrid and The Institute at Plazzo Rucellai.

STUDENT CONDUCT

As a guest in a foreign country, a participant in a CIS program and a global citizen, you will be expected to conduct yourself in an appropriate manner. Your actions will not only be a reflection of your home school and CIS, but also of the United States; therefore, it is important for your own well being, as well as that of others, that you act responsibly at all times. The CIS predeparture guide is only one component of your preparation, and it is your responsibility to research and understand all issues related to safety, health, political, cultural, and religious conditions in the host country.

You will also need to familiarize yourself with the rules and regulations of the host institution. Usually this type of information is given at the host university orientations, but it is your responsibility to be aware of this information. Any conduct that causes you to be expelled from an overseas institution will result in the forfeiture of any and all fees you have paid for your study abroad program.

